

How to do a Survey!

David Kelly

Jennifer Satterthwaite

SC State Historic Preservation Office



SC Statewide Survey of Historic Properties Survey Manual

Statewide Survey of Historic Properties

State Historic Preservation Office
South Carolina Department of Archives and History
8301 Parklane Road
Columbia, SC 29223-4905 (803) 896-6100

Control Number _____
State _____
Tax District _____

Intensive Survey Form

- PDF file available for download at:

Common Name: _____

Address/Location: • www.shpo.sc.gov/properties/survey

City: _____

Vicinity of: _____

Ownership: _____

1. Private
2. Corporate
3. City
4. County
5. State
6. Federal
7. Unknown/Other

Category: _____

1. Building
2. Site
3. Structure
4. Object

- Questions/comments/issues? Contact:

– David Kelly, Survey Coordinator

– 803-896-6184

– KELLY@scdah.state.sc.us

Property Description

Construction Date: _____

Alteration Date: _____

Expenditure Date: _____

Stories: _____

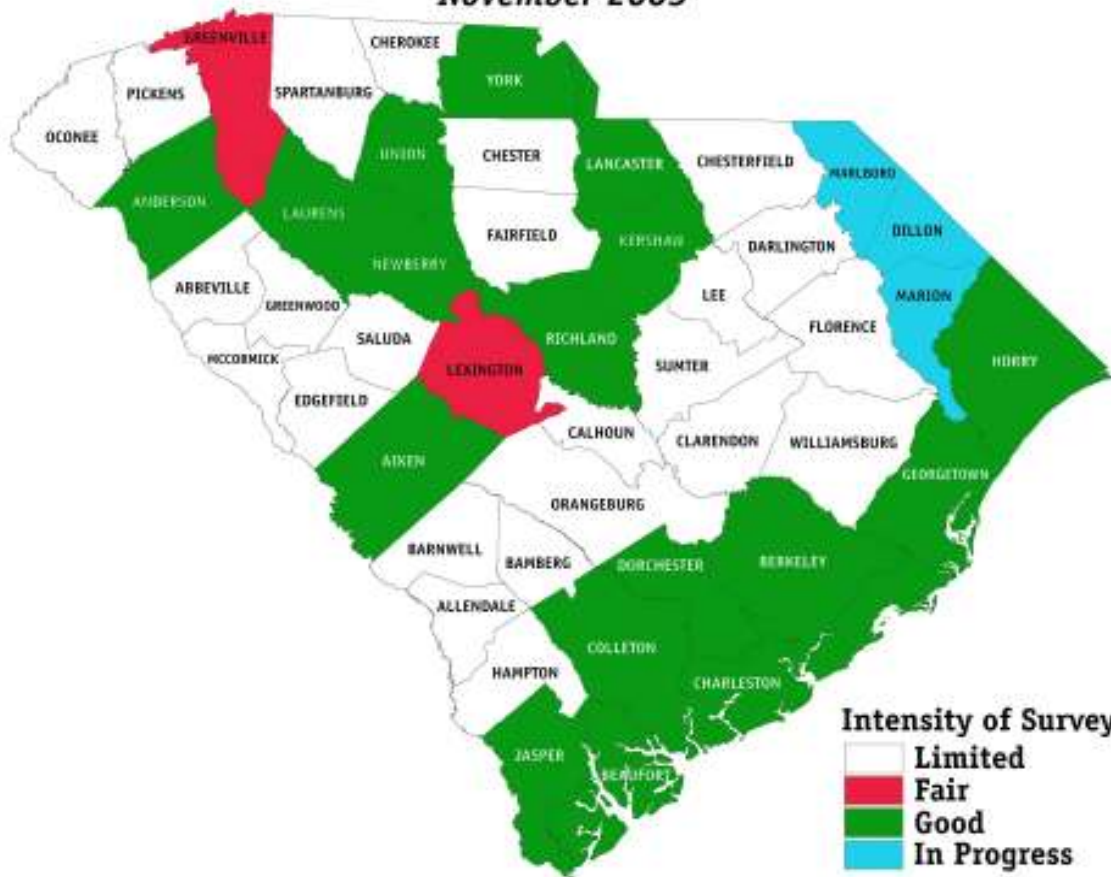
1. 1 Story
2. 1 1/2 Stories
3. 2 Stories

Construction Method: _____

1. Masonry
2. Frame
3. Log

County Historical Architectural Surveys

November 2005



Getting Started

Budgeting! Budgeting! Budgeting!

Contact with SHPO Survey Coordinator

- Site Numbers
- Survey forms/computer database
- Establish Timeline
- Field guidance

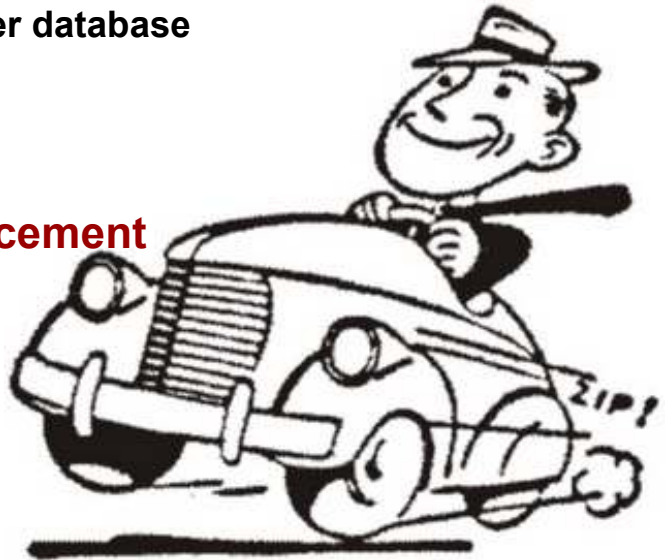
Letter of intent

Contact local law enforcement

Topo Maps/Tax Maps

Camera

Snacks!



How to Survey

- Researching Historical Backgrounds
- Reports
- Field Methodology
 - Maps
 - Photos
- Filling out cards

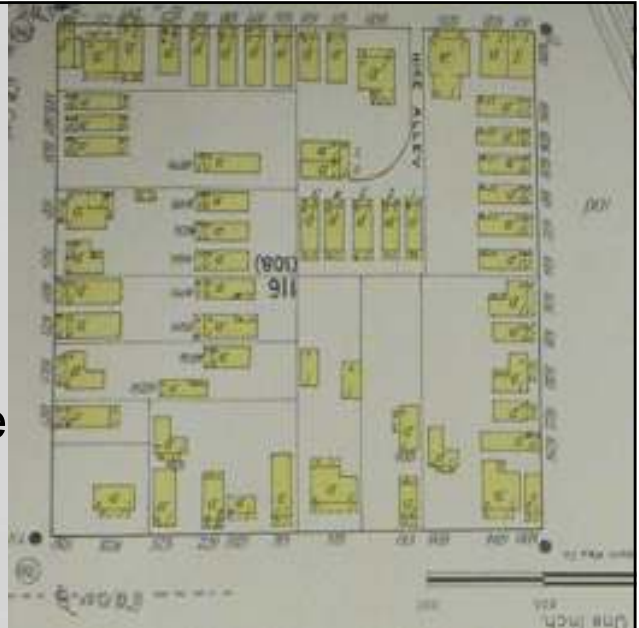
Researching Historical Backgrounds

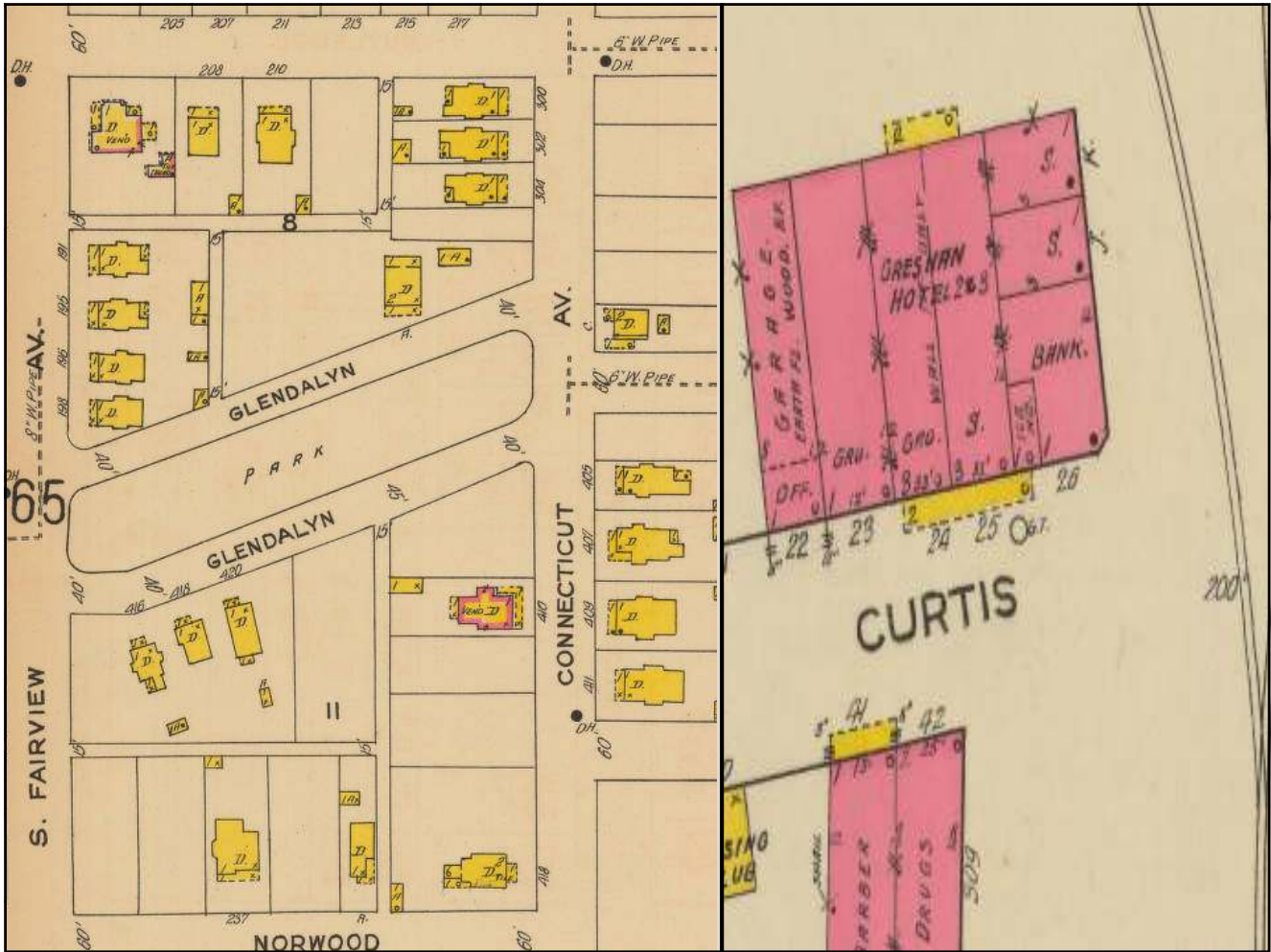
- **Find your context!**
 - Local History room at the library
 - Local Historical Society
 - City Directories
 - County histories/city histories
 - SCDAH survey files
 - ArchSite (<http://www.cas.sc.edu/sciaa/>)



Researching Historical Backgrounds

- Find historic maps
 - Sanborn Fire Insurance Maps
 - Mills Atlas
 - Old County maps
 - City incorporation maps
 - Plats/Deeds/Land Records
 - Tax Assessor Files

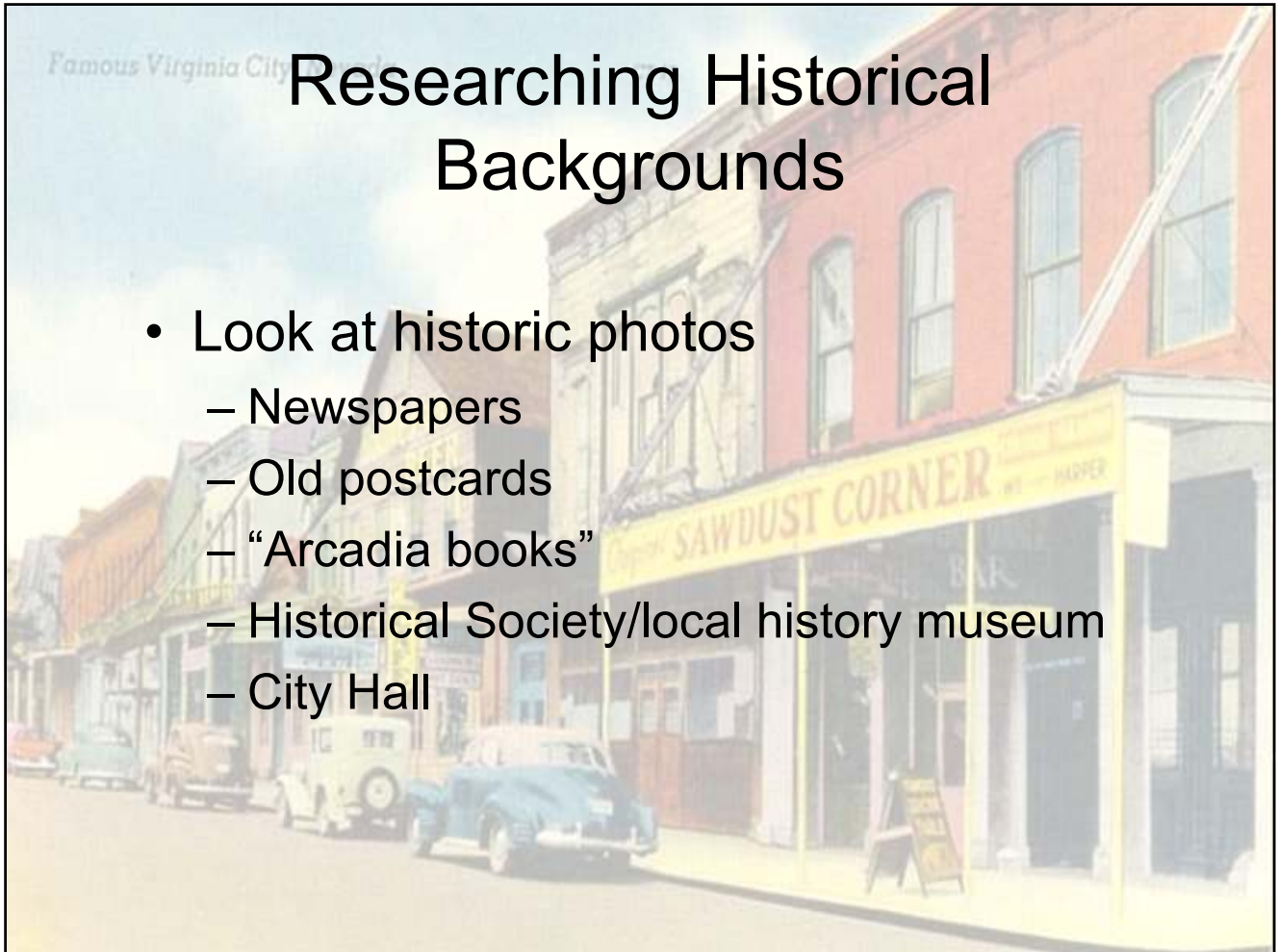




Famous Virginia City

Researching Historical Backgrounds

- Look at historic photos
 - Newspapers
 - Old postcards
 - “Arcadia books”
 - Historical Society/local history museum
 - City Hall





Researching Historical Backgrounds

- **Collect oral histories**
 - Residents of surveyed properties
 - Local historians
 - “man on the street”
 - Public meetings

Survey Report

- 106 v. Grant Funded
- What goes in?
- Include Appendix items
 - Database
 - Bibliography
 - Maps/photos/research
- Coordination with SHPO (Draft & Final)
 - Draft Report Review
 - Eligibility Decisions



Field Methodology

- Where do you start?
- Big Ben, Parliament....
- The buddy system
- Safety, Safety, Safety!



Field Methodology

- Say Cheese!







- Get the whole façade!



- Oblique shows more of the building's character...





Get the significant details!!

- Extra buildings need extra photos & cards!



Field Methodology

Statewide Survey of Historic Properties

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South Carolina Department of Archives and History
8301 Parkland Drive
Columbia, SC 29223-4905 (803) 896-6100

Control Number: _____ / _____ / _____

Status: _____ County No. _____ Site No. _____

Quadrangle Name: _____

Tax Number: _____

Intensive Survey Form

Identification

Historic Name: _____

Common Name: _____

Address/Location: _____

City: _____ County: _____

Vicinity of: _____

Ownership: 1 Private 5 State
2 Corporate 6 Federal
3 City 0 Unknown/Other
4 County

Category: 1 Building
2 Site
3 Structure
4 Object

Historical Use: 1 single dwelling 3 commercial
2 multi dwelling 4 other

Current Use: 1 single dwelling 3 commercial
2 multi dwelling 4 other

• Cards

• Choosing form (Recon v. Intensive)

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SHPO National Register Determination of Eligibility:

- | | |
|------------------------------------|---------------------------------------|
| 1 Eligible | 5 Potentially Eligible |
| 2 Not Eligible | 6 Listed |
| 3 Contributes to Eligible District | 7 Determined Eligible/Owner Objection |
| 4 Contributes to Listed District | 8 Removed from NR |

Other Designation: _____

Property Description

Construction Date: _____

Alteration Date: _____

Commercial Form: _____

Stories:

1 1 Story

2 1 ½ Stories

3 2 Stories

4 2 ½ Stories

5 3 Stories

0 Other: _____

Construction Method:

1 Masonry

2 Frame

3 Log

4 Steel

0 Other: _____

Historic Core Shape:

1 Rectangular

6 H

2 Square

7 Octagonal

3 L

8 Irregular

4 T

0 Other: _____

5 U

Exterior Walls:

1 Weatherboard

7 Tabby

13 Asphalt roll

2 Beaded Weatherboard

8 Brick

14 Synthetic siding

3 Shiplap

9 Brick Veneer

15 Asbestos shingle

4 Flushboard

10 Stone Veneer

16 Pigmented Structural Glass

5 Wood Shingle

11 Cast-Stone

17 Other: _____

6 Stucco

12 Marble

Roof Features

Shape: _____

Materials: _____

Foundation:

1 Not Visible

5 Stuccoed Masonry

9 Slab Construction

2 Brick Pier

6 Stone Pier

10 Basement

3 Brick Pier with Fill

7 Stone

11 Raised Basement

4 Brick

8 Concrete Block

12 Other: _____

Porch Features

Width: _____

Shape: _____

Significant Architectural Features: _____

South Carolina Statewide Survey of Historic Properties
Intensive Survey Form

Page 2

Site No.:

Alterations:

Architect(s)/Builder(s):

Historical Information

Historical Information:

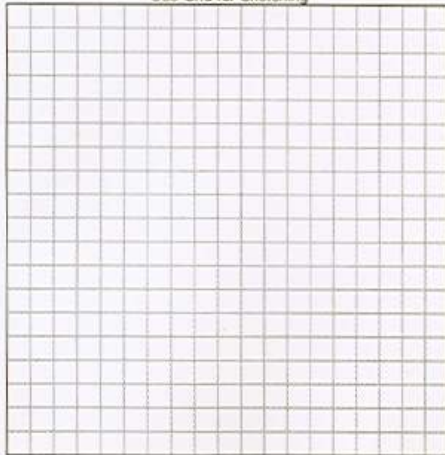
Source of Information:

Photographs

Roll No. Neg. No. View of

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use Grid for Sketching



Attach Photographs Here

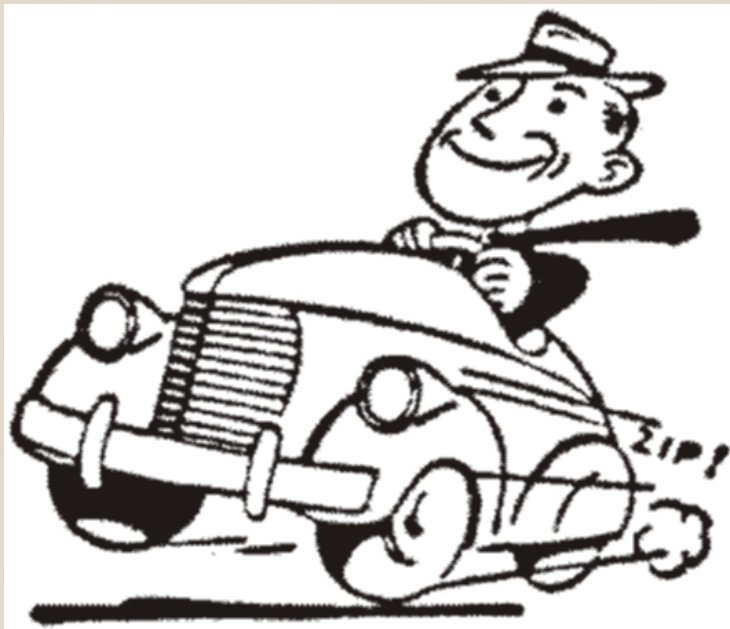
Program Management

Recorded by: _____

Date Recorded: _____

Survey Exercise

Ready.....set.....survey!







**1205 Main Street
Seger, SC**



**188 Liberty Street,
Strombone, SC**























